

Authorization Request for Returning Purchased Goods

Date: [Insert Date]

To: [Retailer/Company Name]

Address: [Retailer/Company Address]

Dear [Customer Service>Returns Department],

I hope this message finds you well. I am writing to formally request authorization to return the following purchased goods:

- Item Name: [Insert Item Name]
- Order Number: [Insert Order Number]
- Purchase Date: [Insert Purchase Date]
- Reason for Return: [Insert Reason]

I understand your return policy and believe that I qualify for a return due to [insert reason, e.g., item being defective, wrong item sent, etc.]. I would appreciate your guidance on the next steps and whether a return authorization number is required.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]